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5 - D/R
 20 - D/S
 2 - Army
 WGC-D-5 (EIC) 2 - Navy (Avia)
 13 February 1952 2 - A F (Aero)
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ARRANGEMENTS FOR PRESENTATION OF CIA CONTRIBUTIONS
TO THE JIG ECONOMIC CAPABILITIES STUDY

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The reports on ORR Project 110-51 (JIG Economic Capabilities Study) for the various sectors of the economies of the Soviet Bloc are due in D/R on 3 March 1952 for editing by D/R and for collating in the Economic Capabilities Branch of D/A.

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A. FORMAT

The format for each contribution to the report will be as follows:

Section 1

Introductory cover statement

Section 2

Part I Use patterns

Part II Documentation for use patterns

Section 3

Part I Input patterns

Part II Documentation for input patterns

Section 4

Part I Other estimates

Part II Documentation for other estimates

1. Introductory cover statement: This statement serves to define the industry, product, or products covered in the study and can contain any general comments concerning the estimates as a whole, such as basic sources or methodological notes.

2. Use patterns: This section consists solely of tables, describing the uses to which the output of the industry is put, in terms of the classification outlined in WGC-D-1, 2, and 3 (EIC) and whatever

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other industries the analyst finds it necessary to use. The standard reporting form for this section is Form 4. In the heading of this form will be placed the type of pattern (use pattern in this case), the industry or product covered, and the units of output. The first six lines will be as follows:

Line 1 Upper cell: Annual production rate, 1 July 1952
Lower cell: Annual production rate, 1 July 1953

Line 2 Production

Line 3 Exports (negative)

Line 4 Imports (positive)

Line 5 Net trade balance (may be positive or negative)

Line 6 Total domestic supply

Lines 7, 8, 9, and so on, will be the consumers of line 6. There will be no notes of any kind on the table itself. Whenever it is appropriate to note an entry, an asterisk should be placed after the entry in the proper cell.

3. Documentation for use patterns: All documentation for the use patterns will be in this section. Documentation will follow a standard form and will be divided into three parts:

a. General notes applying to all use pattern tables. These notes will include a general explanation of the methodology used in estimating the use patterns, an evaluation of primary sources, and general comments.

b. Notes applying to particular use patterns, e. g., of toluol. If only one use pattern is being reported (e. g., machine tools, with no further breakdown), then a and b will be one part.

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c. Line by line, column by column documentation for every figure for which documentation seems appropriate. This documentation should be in the following general form:

Line 1a. This note is an explanation of whatever is in line 1, column a.

d. This note supports the figure given for annual production rates in the European Satellites.

Line 2d. This note supports the European Satellites production estimate.

Line 5b. This note supports the Soviet Bloc net trade balance.

Line 7a. This note describes the industry classification of one of the users of the product in question.

4. Input patterns: Form 4 will also be used for this section, which will consist solely of tables. These tables will show, for a given industry, the total inputs into that industry from other industries, conforming in so far as possible to the classification in WGC-D-1, 2, and 3 (EIC). In some cases it will be possible to have not only the total input table for the industry but also a net investment input table which will show only those inputs which are being used to increase the capacity of the industry. Note that the prescribed entries for the first six lines of use pattern tables will not apply to input pattern tables.

5. Documentation for input patterns: This section will follow the same form as that of the documentation section for use patterns (see para. 3, above).

6. Other estimates: WGC-D-1 requests three additional types of estimates: First, additional trade information (that is, more detailed than that to be provided in section 2, para. 2 above); second, a regional breakdown of production; and third, the amount and geographic location of strategic inventories. These estimates will be in this section. Wherever possible, they should be presented in tabular form, country by country.

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Both the text and the tables of this section will use footnote notation as recommended in the D/R manual, Preparation and Submission of Manuscripts, dated 23 January 1952.

7. Documentation for other estimates: Documentation for this section will be in two parts; general notes concerning the three main subsections will be separated from the detailed footnotes which will be written as prescribed in Preparation and Submission of Manuscripts.

B. ENTRIES

Form 4 contains a space for both a best estimate and a range estimate. The best estimate should be entered in the upper half of the cell, and the range should be entered in the lower half (except line 1 of use patterns, for which see para. 2, above). If an estimate has been made, the figure should go in its appropriate place; if the cell calls for "none," the cipher "0" should be entered. In case the amount is very small, negligible, or insignificant, the number sign # should be shown. This notation may be used without explanation to stand for estimates which are less than 0.5% of the total amount of the quantity being estimated; in other cases an explanatory remark should be made in the documentation. Where no estimate is possible, no entry should be made.

C. MECHANICS

Uniform practices should be followed in writing both the text and the tables and in documenting the report.

Text and documentation will be typed on the same size paper ($8\frac{1}{2}'' \times 11\frac{1}{2}''$) as Form 4, and the margins will be $3/4''$ above the first line and $1\frac{1}{4}''$ below the last line, with $1\frac{1}{4}''$ to the left (for binding) and at least $\frac{1}{2}''$ to the right.

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One original should be prepared for reproduction by photo-offset, preferably on an electric typewriter. Another original should be prepared with three carbons, for the EIC, D/R, and EC working use. Typists should be instructed to use a new black typewriter ribbon throughout. Only temporary (blue pencil) pagination will be used.

A uniform list of abbreviations should be used for the various measures that are frequently used in text and tables. For example, "mt," meaning metric tons, should be standard in both text and tables. When aggregating to avoid significant figures, "000" and "000,000" will be used to indicate thousands and millions respectively. All abbreviations should be cleared with D/R before being used.

The classification of the blank Form 4 is SECRET. This classification should be retained on each page of the tables unless there is a specific TOP SECRET datum on that page of the table. In the text and in the documentation also, SECRET classification should prevail unless the particular page has TOP SECRET information on it.

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[Redacted]
Secretary, EIC Working Group
on Economic Capabilities
of Soviet Bloc

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